



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

March 5, 2013

Dear FAA Colleague,

This letter notifies you that the Federal Aviation Administration proposes to furlough you no earlier than 30 days from receipt of this notice. The furlough is being proposed under the authority of 49 U.S.C. Sections 106 and 40122, the FAA Personnel Management System, Chapter III, paragraph 3, and the Human Resources Policy Manual Volume 1: Employment, EMP-1.27 Furlough and applicable collective bargaining agreements. The proposed furlough is necessitated by the American Taxpayer Relief Act of 2012, (“ATRA”) (P.L. 112-240) and the Budget Control Act of 2011 (P.L. 112-25) which implements across-the-board spending cuts (also known as “sequestration”) by program, project and activity within a budget account. This furlough is proposed to promote the efficiency of the service by avoiding a deficit of funds in Fiscal Year 2013.

We plan to apply the following procedures and conditions related to the furlough:

The furlough will be on discontinuous days, beginning on or about April 7, through September 30, 2013. Full time employees will be furloughed no more than eleven (11) workdays or eighty-eight (88) hours. If you are a part-time employee, your furlough time off will be prorated, based on your work schedule. You will need to follow your supervisor’s instructions or comply with applicable collective bargaining agreements regarding a specific schedule for furlough time off.

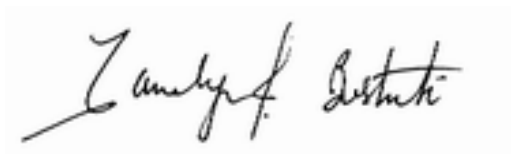
We recognize the difficult personal financial implications of any furlough and have established a web site <https://employees.faa.gov/go/sequestermaterials> for updated information on the furlough.

You will be allowed 15 calendar days from receipt of this letter to respond orally and/or in writing, to review the supporting material, and to furnish any affidavits or other supporting documentary evidence in your answer. You have the right to be represented in this matter by an attorney or other person you may choose. If you are in duty status, you and/or your representative, if an agency employee, will be allowed reasonable official time to review the supporting material, seek assistance, prepare your reply, secure affidavits and statements, consider appropriate courses of action, and make a response. If you are a member of a bargaining unit, please check the following web site for applicable procedures. Please contact your supervisor to arrange for official time. The deciding official has designated representatives to hear oral and review written replies on her behalf. You may review the supporting materials at: <https://employees.faa.gov/go/sequestermaterials>. To arrange for an

oral reply, please contact your supervisor.

Your written reply should be provided to your supervisor.

A final written decision, including an explanation of the specific reasons for the action taken, will be given to you as soon as possible after the 15 day period allowed for your reply. Full consideration will be given to any timely reply you submit.

A handwritten signature in black ink, reading "Carolyn Bostick". The signature is written in a cursive style with a large initial 'C' and a stylized 'B'.

Proposing Official  
Carrolyn Bostick

March 5, 2013